Court/Out of Home Placement How Do I Guide

Court Information

Legal Record

How Do I…?	Selections	Tips & Guidelines
Create a legal record	■ Click Create > Case Work > Legal > Legal Record. ■ Select the appropriate case and case participant. ■ Click the Create button. ■ Answer 'yes' to the question that asks if you want to create a legal action. ■ On the Legal Action page, enter the applicable data/values. ■ Save/Close the record.	*The legal record lists the legal actions, legal statuses, and legal documents for a case participant.* *Every case participant with a legal action or a legal status will have their own legal record.* *Legal Action/Status will be editable via the 'Edit' link until case closure. Once a case is closed, the 'Edit' links will change to be 'View' links.*

Legal Action

How Do I…?	Selections	Tips & Guidelines
Document the first legal action for a case participant	■ Click Create > Case Work > Legal > Legal Record. ■ Select the appropriate case and case participant. ■ Click the Create button. ■ Answer 'yes' to the question that asks if you want to create a legal action. ■ On the Legal Action page, enter the applicable data/values.	*This is where the timeframes surrounding the initiation of a legal action are documented.* *It is very important that the information on this page be complete and accurate since data from it is pulled over into the Legal Documentation and Legal Status pages.*
Document a subsequent legal action for a case participant	■ Click the Create Legal Action button on the Legal Record page. ■ On the Legal Action page, enter the applicable data/values.	*This is where the timeframes surrounding the initiation of a legal action are documented.* *It is very important that the information on this page be complete and accurate since data from it is pulled over into the Legal Documentation and Legal Status pages.*

Legal Document

How Do I…?	Selections	Tips & Guidelines
Prepare/complete legal document	■ Click Create > Case Work > Legal > Legal Document. ■ Select the appropriate case. ■ Click the Create button. ■ On the Legal Documentation page, enter the applicable data/values. ■ To view/print the legal document, click the Text link. To exit the template, click Close and Return to eWiSACWIS. ■ Select Approval from the Options list. Click the Go button. ■ Click the Approve radio button. Click Continue. *Note: If no Legal Action has been created for the case, then only a limited number of Legal Documents will be available.*	*The Role in the Document list must be completed since it is critical to ensuring that the correct participants are pulled over into the court document templates. Only select "Child" as the role for the child to whom the document pertains. Select N/A (or other applicable value) for other children in the case.* *You must click Close and Return to eWiSACWIS to save your document. You will lose all data you have entered if you select the "X" button to close.*

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Prepare/complete court report	■ Click Create > Case Work > Legal > Court Report. ■ Select the appropriate case. ■ Click the Create button. ■ On the Court Report Selection page, click the Create button. ■ On the Legal Documentation page, enter the applicable data/values. ■ To view/print the legal document, click the Text link. To exit the template, click Close and Return to eWiSACWIS. ■ Select Approval from the Options list. ■ Click the Approve radio button. Click Continue.	*If you want to Copy an existing Court Report, select the Copy link for the Court Report you wish to copy.* *You must click Close and Return to eWiSACWIS to save your document. You will lose all data you have entered if you select the "X" button to close.*

Legal Status

How Do I...?	Selections	Tips & Guidelines
Record status of legal action	■ Click the Create Legal Status link next to the associated Legal Action. ■ On the Legal Status page, enter the applicable data/values.	*The Verified? checkboxes cannot be selected unless there is a date in the corresponding date field. The Verified? checkboxes drive the creation of associated ticklers. Once a Verified? checkbox is checked and the work saved, the verified date cannot be changed.* *When documenting the new legal status, the Protective Custody check box will default too checked or unchecked based upon the value selected. If the Protective Custody check box is checked at the time case closure is requested, the case closure request will be denied.* *When creating a Legal Status for Request for TPR, TPR Petition – Voluntary or TPR Petition – Involuntary, the parents to whom the legal status applies must be searched and selected.*

WiSACWIS Help Desk (866) 335-2180

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WiSACWIS Knowledge Web

http://dhfs.wisconsin.gov/wisacwis/knowledge_web/index.htm

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Out of Home Placement

How Do I…?	Selections	Tips & Guidelines
Document new out of home placement	- Click Create > Case Work > Placement > Out of Home Placement. - Select the appropriate case and case participant. - Click the Create button. - On the Placements and Services page, enter the applicable data/values. - Enter appropriate responses in the KIDS Referral box. - If appropriate, select applicable options/data/values from the Options list. Click Go. - On the Provider tab, click the Search link - On the Search Provider Service page, enter the applicable data/values and click the Search button. - Select the provider and click Continue. - On the Provider tab, enter applicable data/values. - Select a value from the School District Code field. - On the Service tab select Approval from the Options list. Click Go. - Click the Approve radio button. Click Continue. - Click Save. A message displays that reads, "Would you like the address of the provider to update the child's current primary address?" Click Yes to update the child's primary address to that of the provider. Click No to keep the child's existing primary address. - Click Close. *Note: A new placement can only be entered if the previous placement has ended with supervisory approval.* *The Provider with whom the child is being placed must have an active license with the appropriate licensed service category and service type activated in the system. If not, the Search Provider Service will not retrieve the provider record.*	*If the Date Removed From his/her Home field is completed, the system generates the Title IV-E Eligibility page for this child to be used for eligibility determinations.* *A Permanency Plan Review is completed every 6 months. A Permanency Plan Review tickler will appear in the Ticklers expando before the due date. The tickler will be deleted and reset once the Permanency Plan Review is completed and recorded and approved on the Permanency Plan Review Or Hearing Results page.* *Remember to select the appropriate target population and school district on the Provider tab.*
Send placement notifications	- On the Provider tab of the Out of Home Placement page, click the Options list and select the appropriate notification. Click Go. - On the Placement Notifications page, click the Insert button. - On the Placement Notifications page, click the Edit link. - On the selected template, enter applicable data/values. To exit the template, Close and Return to eWiSACWIS. - Click Save and click Close.	*You must click Close and Return to eWiSACWIS to save your document. You will lose all data you have entered if you select the "X" button to close.* *Placement notifications include ICWA Notification Letter, 30-Day Notice to Foster Parents, and Notification of a Child Leaving a Licensed Placement.*

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End Placement

How Do I…?	Selections	Tips & Guidelines
End existing placement	- On the Cases outliner, click the appropriate case icon. - Click the Placement/Services icon. - Click the applicable out of home placement. - On the Service tab, select Placement Ending from the Options list. Click Go. - On the Service Ending page, enter the applicable data/values and Select Approval from the Options list. Click Go. - Click the Approve radio button. Click Continue. - Click Save and click Close. *Note: The Ending Reason for the placement will filter based on the Ending Purpose selected.* *If a placement has an associated foster care rate setting, the rate setting will be automatically ended when the placement is ended.*	*The ending date must be the last day that the child was in placement. It cannot be a future date.* *In the event, a child moves from one placement to another, the child's Title IV-E Eligibility continues. Once a child has been discharged from all placements, the child is no longer Title IV-E eligible.* *When the placement being ended is a discharge from all placements for a child, the "Is the end of this placement a discharge from all placements?" will default to "Yes" based on the End Reason selected. This enables the Discharge Reason field and ends the child's Title IV-E Eligibility Determination.*

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Foster Care Rate Setting

Foster Care Rate Setting

How Do I…?	Selections	Tips & Guidelines
Document Foster Care Rate Setting	■ Click Create > Case Work > Placement > Foster Care Rate Setting. ■ Select the appropriate case and case participant. ■ Click the Create button. ■ On the Foster Care Rate Setting page, enter the applicable data/values on each tab. ■ On the Results tab, select Foster Care Rate Setting from the Options list and click Go. ■ On the CFS-834 Foster Care Uniform Rate setting template, enter applicable data/values. To exit the template, click Close and Return to eWiSACWIS. ■ On the Results tab, select Approval from the Options list and click Go. ■ Click Approve radio button. Click Continue.	*An approved Out of Home Placement with a Family Group Home, Foster Home, or Treatment Foster Home must be documented in eWiSACWIS in order to complete the Foster Care Rate Setting.* *The CFS-834 Foster Care Uniform Rate Setting template must be completed correctly prior to approval as this template will become frozen and not modifiable.*
Complete the Foster Parent Rate Setting notification	■ On the Cases outliner, click the appropriate case icon. ■ Click the Placement/Services icon. ■ Click the appropriate Foster Care Rate Setting. ■ On the Rate Setting page, click the Results tab. ■ On the Results tab, select Rate Setting Results from the Options list and click Go. ■ On the selected template, enter applicable data/values. To exit the template, click Close and Return to eWiSACWIS. ■ Click Save and click Close.	*The Foster Care Rate Setting must be approved to enable the Rate Setting Results option.* *The Foster Parent Rate Setting notification must be completed correctly prior to approval as this template will become frozen and not modifiable.*
Complete the Foster Parent Rate Reevaluation notification	■ On the Cases outliner, click the appropriate case icon. ■ Click the Placement/Services icon. ■ Click the appropriate Foster Care Rate Setting. ■ On the Rate Setting page, click the Results tab. ■ On the Results tab, select Reevaluation Results from the Options list and click Go. ■ On the selected template, enter applicable data/values. To exit the template, click Close and Return to eWiSACWIS. ■ Click Save and click Close.	*The Foster Care Rate Setting must be approved to enable the Rate Setting Results option.* *The Foster Parent Rate Reevaluation notification must be completed correctly prior to approval, as this template will become frozen and not modifiable.*
Copy a Foster Care Rate Setting	■ On the Cases outliner, click the appropriate case icon. ■ Click the Placement/Services icon. ■ Click the appropriate Foster Care Rate Setting. ■ On the Rate Setting page, click the Results tab. ■ On the Results tab, select Copy Rate Setting from the Options list and click Go. ■ A message displays that reads, "This will create a pending copy of the rate setting. If the current Foster Care Rate Setting is open it will be ended one day prior to the newly entered effective date. Do you wish to continue?" Click Yes to launch a new rate setting page. Click No to remain on the current rate setting page. ■ After launching the new copy-over rate setting, enter the new effective date.	*The effective date on a copy-over rate setting can be up to 30 days in the future, but must be in the same calendar year.*